

SUBJECT	ISSUED BY	EFFECTIVE DATE
CLAIMS POLICY	CITY COUNCIL	January 16, 2006

POLICY STATEMENT:

All purchases of goods and services made by the City of Burlingame shall be paid to:

- 1) Ensures only goods and services ordered and received by the city are paid for;
- 2) Ensures that bills are paid in a timely manner to avoid finance charges and allow for maximum retention of money in city accounts;
- 3) Allows for special payments when deemed in the best interest of the City by the City Administrator or the City Council.

PROCEDURE:

The following procedures apply to all purchases:

- 1) When invoices or statements are received they are placed in the file to be paid.
- 2) The City Administrator or his/her assign will review the file each Friday and pay all appropriate bills.
- 3) All vouchers shall be signed by the party responsible for ordering the goods and/or service.
- 4) All checks should be mailed approximately five (5) working days prior to the due day to ensure a timely delivery to the payee.
- 5) Local vendors may pick up their checks if they desire once they have been prepared by staff.

Approved By: _____
William Kraus, Mayor